

## **Business Furniture, LCC – QPA 20710 – Steelcase Replacement Parts and Components (Avenir, Answer, Kick Lines)**

The intended use of the Office Furniture QPA with Business Furniture is to procure replacement parts and components for existing Steelcase furniture. Purchases for Steelcase furniture should physically attach to existing Steelcase furniture or contain a majority of components from existing, State-owned furniture. New configurations of office systems furniture should be purchased utilizing the Office Furniture QPA# [16342](#) with Kimball Office. If you have any questions about which QPA to utilize, please contact Kyla Catellier at [Kcatellier1@idoa.in.gov](mailto:Kcatellier1@idoa.in.gov).

### **Ordering Process**

Contact Charlotte Baker (contact info below) to begin process planning and getting a quote for your furniture needs.

Please be aware that office space modifications/reconfigurations for the IGC campus require IDOA Facilities approval.

- Please contact Michael Mundy at [mmundy@idoa.in.gov](mailto:mmundy@idoa.in.gov) to discuss Facilities approval **PRIOR** to reaching out to Business Furniture to begin work on a quote.

When creating requisitions for furniture purchases, you must include answers to the following justification questions:

All Furniture Purchases

1. Please explain why the items are necessary.
2. Has Surplus been consulted to see if requested items are available?
3. Are the items replacing existing furniture or are they for a new office set up/configuration? Please explain and provide background information.

### **Contact Information**

#### **Business Furniture**

Charlotte Baker, Project Manager

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#### **State Contract Manager**

Kyla Catellier, IDOA Procurement

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